UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII

JOB VACANCY ANNOUNCEMENT

POSITION TITLE: **PROGRAMMER / SYSTEMS ADMINISTRATOR**
Full-time, Excepted Service

ANNOUNCEMENT #:   **13-05**

LOCATION: **United States District Court**
Prince Kuhio Federal Building and U.S. Courthouse
300 Ala Moana Blvd., Rm. C-338
Honolulu, Hawaii

COURT PERSONNEL SYSTEM   **CL-26 ($47,870 - $77,845 including COLA). Starting salary**
LEVEL & SALARY RANGE: **dependent on qualifications and court budget. Promotional**
potential to CL-27 ($52,615 - $85,494 including COLA) without
further competition, subject to funding. More than one
position may be filled by this announcement.

CLOSING DATE: **Open until filled. Applications received by 5:00 p.m.,**
December 12, 2013, will be given first consideration.

POSITION SUMMARY

The Clerk's Office of the United States District Court is a career-oriented organization focused on providing exceptional service to the court, members of the legal community, and the general public. Currently, we are seeking qualified applicants for a full-time **Programmer/Systems Administrator** position.

This is a technical position in a combined IT Unit for the court and chambers staff, Clerk's Office, Probation, and Pretrial Service Units. The incumbent provides database programming and web application support to the court and end users, and is responsible for assisting in the modification of existing systems and databases and/or assisting in the designing of new systems and databases to meet the needs of the court unit. This position reports to the Director of Information Technology.
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REPRESENTATIVE DUTIES

● Ensures the accuracy and integrity of national databases by assisting in performing system updates to programs such as CM/ECF and PACTS.

● Designs, maintains, and updates all MS Word macros/templates to include connection through web services to national and local databases.

● Confers with technical staff to assist in the design of software applications and databases, including exchanging information on project limitation and capabilities, performance requirements, and

interfaces. Consults with customers about software system design, enhancement, and maintenance.   Provides end user support for applications supported.

- Assists in analyzing user needs and software requirements to determine feasibility of design within time and cost constraints. Coordinates software system installation and monitors equipment functioning to ensure specifications are met.   Analyzes information to determine, recommend, and plan computer specifications and layouts, and peripheral equipment modifications.

- Designs and maintains the court-wide website and intranet, applications and databases, utilizing technologies such as basic scripting languages, complex object-oriented languages, and SQL/MySQL and Informix database environments.

- Advanced troubleshooting and problem solving.

- Assists with training end users and information technology staff.

- Perform other related duties or special projects, as assigned.

QUALIFICATIONS

To qualify for the position, candidates must have a high school diploma or equivalent, and at least two (2) years of progressively responsible technical experience which provides knowledge of designing, implementing or maintaining computer systems that include the completion of projects involving computer programming, application development and database administration.

Candidates must have two (2) years of demonstrated knowledge and experience in designing and maintaining web applications using basic scripting languages, complex object-oriented languages, and SQL/MySQL or Informix database environments.

Preference will be given to applicants who have a bachelor's degree in computer science, information systems, or related field of study, have prior database and web administration experience, and knowledge of Visual Studio, Web Services, Microsoft Word Template, Macro, & Ribbon customization, and/or programming modifications to internal court systems (PACTS and CM/ECF).

Additional preference will be given to individuals with experience writing and testing code in .NET, Java, Web Services, XML, SOAP/REST, Coldfusion, Javascript; experience with SQL relational databases, and writing and testing complex SQL statements; and demonstrated ability to work on a team and communicate effectively and identify, diagnose, and resolve complex problems.

The successful candidate must also demonstrate the ability to handle multiple projects and tasks at one time.   Additionally, he/she must present a professional demeanor; possess strong office and organizational skills; possess excellent oral and written communication skills; and must be able to work in a team environment. The incumbent must have the ability to work with confidential and sensitive information, lift and move moderately heavy computer equipment/peripherals and travel as needed.

CONDITIONS OF EMPLOYMENT

Applicants must be United States citizens or eligible to work in the United States.   All application information is subject to verification. The selected candidate will be subject to a background investigation as a condition of employment and will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment. Employees of the United States District Court serve under "Excepted Appointments" and are considered "At-Will" employees. As such, employment may be terminated by either the employer or employee with or without cause. Federal Civil Service classifications and regulations do not apply;

however, court employees are entitled to benefits similar to those of other federal government employees. Court employees are required to adhere to the *Code of Conduct for Federal Judicial Employees.* This position is subject to mandatory electronic funds transfer for payroll direct deposit. Interview and relocation expenses will not be reimbursed.

BENEFITS

Federal Judiciary benefits include paid vacation, sick leave and holidays; participation in federal health insurance, life insurance and retirement programs, including the Thrift Savings Plan (tax-deferred retirement savings and investment plan with matching contributions); a flexible benefits program; supplemental dental/vision insurance, and a professional environment. An overview of Federal Judiciary benefits is accessible at: http://www.uscourts.gov/Careers/BeneFitForLife.aspx

HOW TO APPLY

It is recommended that applications be submitted as soon as possible. To ensure consideration, promptly submit **one of each** of the following:

(1) Letter of interest; (2) current resume; (3) list of three professional references with contact information; and (4) <u>completed and signed</u> "AO 78 Federal Judicial Branch Application for Employment" (fillable form can be found under "Forms" at www.hid.uscourts.gov).

Application packages must be emailed, mailed, or hand delivered to the following address, and will not be considered complete unless **all** items have been received by Human Resources. Preference will be given to application packages received by **December 12, 2013.** Due to the anticipated volume of applications, only candidates in consideration for this position will be contacted.

PROGRAMMER / SYSTEMS ADMINISTRATOR #13-05   (CONFIDENTIAL)

U.S. DISTRICT COURT
300 ALA MOANA BLVD. RM C-338
HONOLULU, HI 96850

OR via e-mail (Word or PDF format) to: careers@hid.uscourts.gov

The U.S. District Court reserves the right to modify the conditions of this job announcement, withdraw the announcement, or fill the position earlier than the closing date, any of which may occur without prior written notice.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER